G.R.S. IX—5]

Previous reference.

1923

P.S.

P.S. File No. 11-23.

Serial Nos. 3, 4, 13

Later references.

GENERAL AND REVENUE SECRETARIAT.

P.S. Gen 67-27 (152)

(16)

Serial Nos. 3

Part B for January 1924.

SUBJECT

Overtime Allowance to Staff of the Fixed Establishment of the Govt. Press.

To,

The Comptroller to Govt.

Supt. Govt. Printing

No. 2042-3 dt 18.12.1924

Empowers the Supt. Govt. Printing to transmit overtime vouchers direct prescribing to the Comptroller for audit and a yearly return of the submission of overtime work done.

7765

No. 558
Enc Bill.

GOVERNMENT PRINTING IN MYSORE.

Bangalore, Dated... 16th August ...192 3.

D 504

FROM

B. PUTTAIYA, ESQ., B.A.,
OFFG. SUPERINTENDENT, GOVERNMENT PRINTING,
BANGALORE.

P.F. 11-23-3.

18 AUG 1923

TO

K. V. Anantharaman, Esq., B. A.,
Secretary to Government, General Department,
(in charge),
Bangalore.

SIR,

I have the honor to forward herewith for favour of sanction the Overtime Allowance bill of the Fixed Establishmen of the Government Central Press, Bangalore, for the month of July 1923, for Rs. 76-7-2.

I have the honor to be,

Sir,

Your most obedient servant,

B. Puttaiya

Offg. Superintendent.

Sub with adval
Sanctioning
Ou Mem
19/8 20.8.23
Ex. Sec
Egen Sec
Secy
Secy

2nd Member 2) for appl

1e 24/8 Secy

467
22.8.23.

3) Draft of appr ... enclosed

(4) What is the authority under which
these bills are submitted for sanction.
A Memo may be put up to G.O. relating to
... also the principles of the
... with which ... 1e 23/8 Secy

5) Issued N-E 624-5
of 27.8.23

5:4 (2)

G. R. S. III-2]

General and Revenue Secretariat. | T & F File No. | of 19 2 3 - 24

Serial No.

G.No 39/91, Pt. I-37

Vide Flags L, M & N

All other Connected previous references called for are put up & Subd with reference to para 4 above - Ref: is also invited to page 7, paras 14 + 15 of the Press Manual & Copy of G.O. No. G.6140-1 GP 6-08-2

30.8.23 1.9 & 27.4.09 put up.

2nd member?

41

3.9.23.

6) The Connected previous references called for are put up & Subd with reference to para 4 above - Ref: is also invited to page 7, paras 14 + 15 of the Press Manual & Copy of G.O. No. G.6140-1 GP 6-08-2

30.8.23 1.9 & 27.4.09 put up.

2nd member?

7) It is believed that according to the Rules now in force, the Dept has full power to authorise overtime work as per duration; and when it is so authorised, payment has to be made therefore at certain prescribed rates. In the circumstances, the instead of the Govt Sanctioning the bills for overtime work done by the Staff, why should not the Staff be Empowered to pass such bills themselves and send it for, a statement of overtime charges incurred & paid for by them.

8) The Dept may please let me have note on the above point

Dr 11/9

9) As Early as possible

NOTE—Contn. sheet.

(3)

G. R. S. III-2]

General and Revenue Secretariat. | Pol S File No. 11 of 19 23-24

Serial No.

10) The Library may be asked to put up for reference the latest Copy of the Govt of India Handbook of Printing: to see inter alia whether local practice is on a par with outside usage-

11) A Copy of the rules prevailing in Madras & Bombay may also be obtained for purposes of reference, if apptd, through the Residency.

12) This may be attended to without loss of time

13) If necessary a copy can be available in the Library & may be attended to

Initial Ban 21.9.23

Srirangam Ban

14) A copy of the Office Manual of the Govt. of Madras is the only book available in the Library & sent herewith. The other Handbook of printing Govt. of India Bombay etc. are not in the Library.

15) Ever since the issue of G.O. of 19[illegible] No 20, the overtime allowance has ceased to bear the significance originally had. The working hours of the Press (11 to 6-30) include one hour overtime; so that practically every permanent employee draws an overtime of 1 hour every day- & 5 days pay every month as about overtime permanent feature

16) In the circumstances Govt Sanction may perhaps be made compulsory only

24.9.23.

Serial No.

when the overtime bill exceeds a certain amount (to be fixed). The intention of Govt in prescribing previous Sanction for all overtime bills was probably to scrutinize & prevent indiscriminate use of the power vested in the Supdt

17) It would be of interest to know in this Connection, if any standards are fixed for the amount of work to be done by the different classes of the permanent employees of the Govt Press during the normal working hours, in order to see that time is not wasted during the office hours, to make out a plea for overtime. In other Govts employees seem to be expected to give a minimum outturn of work to justify the fixed pay they are allowed. In any case it seems essential that a certificate should be recorded in each overtime bill that the men for whom overtime is claimed were fully employed during the normal working hours & that the work on hand could not be carried out without resort

Cadre S+T

Serial No.

was of such nature as to necessitate overtime work

18) Is the disposal of this question can wait till the receipt of the copies of the Govt of India Handbook of Printing & Madras Bombay Press Manuals (ordered of Messrs Higginbothams), it may receive fuller consideration

19) Subd for orders with refce to Numbers, Statements in para 7 above

26.9.23 26.9.23

20) As the Supdt is competent to authorise overtime work & as the rates according to which such work has to be paid, is prescribed, there appears to be no point in insisting on the submission of overtime bills every month for sanction of Govt, except for the purpose of scrutinising such expenditure. This purpose can very well be served by prescribing a quarterly return with a check that the Supdt shares exercise effective control by limiting overtime work ~~only~~ and

NOTE—Contn. sheet.

(6)

Serial No.

to the extent absolutely necessary & that the expenditure should be ~~regulated~~ regulated so as not to exceed on any account the budget allotment. ~~It is~~ It is no doubt easy to prescribe a minimum outturn of work for each worker in the various branches of the Press, but there are likely to be practical difficulties in carrying it out. However it is not possible for Govt to scrutinise the aspect of the question when bills are submitted to Govt. the manuals of the Govt Presses in ~~Bombay~~ Bombay & Calcutta have been ordered for it after their receipt, the question will be further examined in the light of information, if any, contained in them

supply ?

Sec/ 1/10

21) It appears to me that there can be no objection to the proposal contained in Govt Memorandum of 11 Sept 23. Except ~~to~~ to authorise overtime work (and he must be trusted to exercise his discretion properly in this respect), and the rates for overtime are fixed for. Jail can

G. R. S. III-2j

General and Revenue Secretariat.

P&S File No. 11 of 1923-24

Serial No.

Exercise hardly any check in regard to the bills except see whether there is any abuse, and that the establishment is not exceeded. These can be ensured by requiring quarterly abstract statements showing for each month the no. of employees the no. of those interested whether the total no. having overstaid the total amount paid as compared with last previous), if necessary the max. amount which may be earned by individual.

FINANC. Jt. 670/23 5. OCT. 1923 JUDICIAL

Second Incumbent

Revenue

by 4/10

5/10

186 8.10.23.

22 I agree with the Chief Secy

23 A draft order may be put up according to Secretariat for approval

12/10 13/10

24 Submitted with d/f

25.10.23

18 x 23 Q

25/10

NOTE—Contn. sheet.

508 27.10.23.

26/10

G. R. S. III-2,

General and Revenue Secretariat.

PdS File No. 11 of 1923-24

Serial No.

[illegible] draft appr-

2] A clean draft as revised may be put up for submission for the Dewan's approval also before issue

[illegible]

[illegible] clean draft —

[illegible]

2] Clean draft submitted

[illegible] 30.x.23 2] Clean draft put up [illegible]

for appl

11/11.23 2nd Member)

[illegible]

Dewan)

Best to consult the Financial Secy

[illegible]

[illegible]

31 OV 3 192
2814

FINANCIAL SECRETARIAT.
26 NOV. 1923
N 931—23

Note—Contn. sheet.

Serial No.

Fl 931/23

I do not also see any object in according Government sanction to the monthly over-time bills of the Press and the system may, therefore, be discontinued. The draft authorises the Superintendent himself to sanction the bills and forward them to the Comptroller for audit. It is not necessary for the Superintendent to accord any specific sanction as it is enough if the bill is signed and the claim preferred by him. The reference to sanction may, therefore, be omitted.

As regards the quarterly report proposed to be prescribed, I would make the following suggestions:-

(1) It is of importance to know what particular ~~kinds~~ items of work required the employment of over-time labour.

(2) I think it is equally necessary to know the classes of over-time labour employed upon work done out of the normal time. ~~The above~~ These particulars are, ~~I think,~~ necessary to see that there was sufficient justification for the over-time charges incurred and they may be required to be noted in the return.

(3) A date may be prescribed for the submission of the quarterly return. The ~~tenth~~ 10th of the month succeeding the quarter is, I think, suitable.

Put up a draft on the lines of the proposal for the sanction of Govt.

NOTE—Contn. sheet. 7/12

10.12.23

A revised draft is submitted according 6/12/23

for consideration & approval

6/12/23

G. R. S. III-2]

504 (10)

General and Revenue Secretariat | B & S File No. 11 of 1923

Serial No.	
	Revised draft in conformity with the Statement the Financial Secy's Orders, are submitted for approval.
246 11.12.23.	(2nd Member) Approved 12/12 Done 13/12 Done 13/12 14/12
13.	To the Comptr. & Supdt. Govt Ptg — No. E 2082-3 dt 18.12.23. — Empowers the Supdt, Govt Ptg to transmit overtime bills direct to the Comptroller for audit & prescribing the submission of a quarterly return of overtime work done.

Press Sup
Issued 20/12/23

Ex Page
Issued
7/1/24

NOTE—Contn. sheet.

(14)

G.R..S VI G 34]

SUBJECT.....

.....

.....

Diary No. of letter replied to... 504

Section P&S
File No. 11-23
Serial No. 4

General and Revenue Secretariat

( )

, *the* *192*

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 27. X. 23.

Signed by [illegible]

Read— Letter No. 558 Dated the 16th August 1923 from the Superintendent, Govt Printing, Bangalore, forwarding for sanction the overtime allowance Bill of the establishment of the Govt Central Press, Bangalore, for the month of July 1923 for Rs 76.7.2; 621.5.

Order Thereon No. 2.

Sanctioned and transmitted to the Comptroller for audit.

20/8

2/8

General Secy to Govt

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette. English Part ?

v translated ?

v placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

To, The Supdt., Govt Ptg

Comptr. to Govt [illegible]

[illegible]

.S. 9

G.R..S VI G 34] 1412

12

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

. *the* *192*

Date of issue 18.1.23

Signed by: Mr. J.A.C.

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette.
English Part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette,
Kannada Part ?

Section P & S

File No. 11—23

Serial No. 13.

Proceedings of the Government of His Highness the Maharaja of Mysore.

(one and each)

Read— Govt order No. G. 6140-1/G.P 6-08-20 & 27th April 1909 ~~prescribing~~ directing that bills for overtime allowance to the staff of the Govt Presses should be submitted to Govt for sanction.

Order ~~Thereon~~ No. E.2082-3/P&S

Is the Supdt. Govt Printing is empowered to authorise employees in the Press to work overtime whenever necessary at his discretion &

3 As the rates of wages payable for such work are fixed, Govt Consider it unnecessary to have overtime bills submitted to them for sanction The Supt Govt Printing is therefore authorised to transmit the bills under his own signature direct to the Comptroller for audit

2. A quarterly return should in the appended form should, however, be submitted by the Supt before the 10th of the month Succeeding each quarter for the information of Govt (vs 10th April, July, October & January)

12/12

List of enclosures.

Date 10/12

8.12.23 10.12.23

For Chief Secy

To

The Comptroller

The Supt, Govt Printing

Copied by

Examined by

(Print)

WD 1868—GPE—1,000,00—21-12-21

(14) Return of overtime work done in the Govt Presses during the quarter ending 192

Name of month	Total number of employees	The number who worked overtime	Total number of overtime hours	The highest amount of overtime pay for the month drawn by any individual	Total amount of overtime allowance paid for the month	Progressive total of overtime wages disbursed upto end of the quarter	Budget balance available	Items of work for which ~~overtime~~ labour had to be employed overtime	The classes of labour employed overtime	Remarks

Illegible
30.12.23

S. O.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. E. 2082-3—P. & S. 11-23-13, dated 18th December 1923

Overtime Allowance.

Authorises the Superintendent, Government Printing, to transmit direct to the Comptroller —— bills of the Government Press under his own signature and directs submission of a quarterly return of overtime work in the form prescribed.

READ—

Government Order No. G. 6140-1—G. P. 6-08-20, dated the 27th April 1909 directing that bills for overtime allowance to the establishment of the Government Presses should be submitted to Government for sanction.

ORDER No. E. 2082-3—P. & S. 11-23-13, DATED 18TH DECEMBER 1923.

As the Superintendent, Government Printing, is empowered to authorise employees in the Press to work overtime, whenever necessary, at his discretion and as the rates of wages payable for such work are fixed, Government consider it unnecessary to have overtime bills submitted to them for sanction. The Superintendent, Government Printing, is therefore authorised to transmit the bills under his own signature direct to the Comptroller for audit.

2. A quarterly return in the appended form should, however be submitted by the Superintendent, before the 10th the month, succeeding each quarter for the information of Government (*viz.*, 10th of April, July, October and January).

K. MATTHAN,
Chief Secretary to Govt.

To—The Comptroller to Government.
The Superintendent, Government Printing.

Exd.—P. S. R. N.

No. E. 2082-3—P. & S. 11-23-13, DATED 18TH DECEMBER 1923.

Return of overtime work done in the Government Presses during the quarter ending.....192.

1	2	3	4	5	6	7	8	9	10	11
Name of month	Total number of employees	The number who worked overtime	Total number of overtime hours	The highest amount of overtime pay for the month drawn by any individual	Total amount of overtime allowance paid for the month	Progressive total of the overtime allowances disbursed up to end of the quarter	Budget balance available	Items of work for which labour had to be employed overtime	The classes of labour employed overtime	Remarks

...61—GPB—375—8-1-24.